

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Automated Mapping Specialist

Class Code: 11461

A. Purpose:

Creates maps and graphical products to help managers convey concepts, present ideas or plans, enhance departmental documents and statistics, and relay information to a variety of audiences.

B. Distinguishing Feature:

Automated Mapping Specialists combine automated mapping, textual databases, and graphics to create graphical presentations.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Creates new or maintains existing database tables to ensure data is current.
 - a. Generates jobstreams to update files and maintain tables with new data from resource files.
 - b. Links new or revised data to existing map coordinate network.
 - c. Reviews and verifies data tables.
 - d. Requests data from co-workers for special requests.
2. Creates and updates informational maps to provide graphical displays for a variety of users.
 - a. Determines requesters' needs and whether needs can be met from existing data.
 - b. Establishes query criteria and develops and executes computer queries.
 - c. Reviews output and makes necessary revisions.
 - d. Produces maps.
 - e. Oversees map production.
 - i. Creates necessary separations.
 - ii. Monitors setup and platemaking.
 - iii. Distributes final product.
3. Creates a variety of graphical tools to assist requesters in providing information in a clear and understandable manner.
 - a. Determines requesters' needs and whether needs can be met from existing data.
 - b. Acquires data from existing data tables, research, or co-workers.
 - c. Determines layouts of graphical instruments.
 - d. Selects or creates clip art graphics.
4. Provides technical assistance in the development of presentation quality graphics to other state agencies.
5. Performs other work as assigned.

D. Reporting Relationships:

Reports to an Engineering Specialist. Does not supervise.

E. Challenges and Problems:

Challenged to understand requesters' needs, and locate and understand applicable data and methods to meet those needs.

Problems include lack of available data sources, ensuring data is current, and managing and organizing multiple requests from a variety of sources.

F. Decision-making Authority:

Decisions include data fields in new tables and information to be contained in the fields; graphic style that best represents the data; and appropriate software, map bases, and data sources.

Decisions referred include final approval of graphics.

G. Contact with Others:

Daily contact with department staff to receive requests for graphics, and acquire data; weekly contact with other agencies' personnel to receive and clarify requests for graphics; annual contact with other agencies' to assist with special projects.

H. Working Conditions:

Typical office environment.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- computer-aided drafting;
- cartographic procedures;
- data collection methods;
- spreadsheet software;
- commercial art;
- Structured Query Language (SQL) formats;
- geographic information systems;
- database structure;
- graphic design.

Ability to:

- determine most effective layouts for graphic presentations;
- communicate information clearly and concisely.